

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Records Management & Distribution Branch DATE: 25 July 1951
FROM :
SUBJECT: Microfilming Equipment

1. A partial review was made of microfilming projects either under way or proposed for CIA offices in the Washington Area to determine microfilm camera requirements for the next several months. The review excluded jobs performed by the Reproduction Branch of Administrative Services or by various covert offices. The review excluded also, work performed in CIA Field Offices overseas for which microfilming equipment is supplied from CIA Headquarters.

2. The equipment requirements for CIA for the next year cannot be determined with certainty with the information available. However, on the basis of what is known, and supported by the attachments, it is concluded that:

a. Three additional rotary or flo-film cameras will be required for at least the next ten months. (Annex A).

b. One additional flat bed camera must be available for occasional use. (Annex A).

c. A considerable saving of money can be made by the substitution of Recordak rotary cameras for the two Burroughs cammeras which are now rented.

d. CIA owns enough flat bed camera units of various types to handle occasional short run jobs. (Annex C).

e. Microfilming is expensive and should be undertaken only after all the factors of cost, arrangement and use of the paper records and the microfilm copies have been considered. (Annexes B and D).

f. Information necessary to the scheduling of camera use and equipment procurement is not assembled in a control point. Microfilming work may be performed either by CIA Offices or by the Reproduction Branch and microfilming equipment may be procured without the knowledge of either the Area Records Officer or of the CIA Records Officer.

g. It is essential that the CIA Records Office have knowledge of microfilming work performed so that he may certify that pertinent provisions of law have been complied with.

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3. Recommendations:

a. With relation to microfilming equipment it is recommended that:

(1) A complete record of all microfilming equipment in CIA be provided the CIA Records Officer.

(2) All orders for additional equipment be reviewed by the CIA Records Officer for approval or disapproval.

(3) The Burroughs camera assigned to Project M11, at a rental of \$100 a month be replaced with a Recordak Rotary camera, Model RE-1 to be rented for \$42.50 a month.

(4) The Burroughs camera assigned to Projects M 24, M 7 and M 10 at a rental of \$100 a month be replaced with a Recordak Rotary camera Model RE-1 to be rented for \$42.50 a month.

(5) One Diebold Duplex Flo-film camera be purchased for a spare camera to be located in Records Management for use on a wide variety of jobs which may require the flexibility of a camera which will use either 16mm or 35 mm film.

(6) Two additional Recordak Rotary camera Model RE-1 be rented for use on Projects M 6, M 12, M 13 and M 32.

b. With relation to the control of microfilming work, it is recommended that:

(1) All microfilming work be undertaken only with the approval of the CIA Records Officer.

(2) The CIA Records Officer assign Project numbers to all requests for microfilming work and maintain control records over such projects.

(3) CIA Offices be required to submit progress reports to the CIA Records Officer on approved projects.



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ANNEX 4

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TENTATIVE

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ANNEX A

CAVE	SC	Project Assignment	August	September	October	November	December	January	February	March	April	May	June
Personnel	2778	M 4	OCB-BR										
Personnel	3024	M 16	OCB-LIB										
Personnel	3038	M 11	OCB-BR										
Personnel	3037	M 24	OPC										
"	3037	M 7	Fiscal										
"	3037	M 10	Medical										
Personnel	2990	M 26	OCB-BR										
	2990	M 27	OCB-BR										
	2990	M 28	OCB-BR										
	2990	M 17	Personnel										
	2990	M 18	Personnel										
	2990	M 8	Fiscal										
	2990	M 1	OO/C										
	2990	M 9	IFS										
	2990	M 20	OO/C										
	2990	M 29-M 30	OO/C										
Personnel	1181	M 23	Comm										
Personnel		M 6	OSO-IED										
Personnel	M 12, M 13	M 32	Procurement										
Personnel	Spare	Records											
Personnel	Camera	Management											
Personnel	M 33	OO/FDD											
Personnel	M 40	OO/C											
Personnel	M 35	OO/C											
Personnel	M 14	OCB G R											
Personnel	M 15	OCB G R											
Personnel	M 5	OSO											
Personnel	M 5	OSO											
Personnel	M 5	OSO											
Personnel	M 34	OO-C											

ANNEX B

CAMERA

Name	Type	Formal Release	Purchase Price	Rental Price	Equipment Included				Other Release		Purchase Price	Rental Price	Film				Accessories			
					Reel	Auto Feeder	Voltage Regulator	Exposure Counter	Medium	Ratio			16	35	Super 8	Other	Flash	Light	Dark	Other
Burroughs	Color	18-1	\$38.50	\$100 mo.	X	X	X	X	30-1	37-1	\$5.50	None	X	X	X	X	X	X	X	X
Recordal K: (used equipment)																				
Model 1A	"	24-1	\$2.50	\$30 mo	X	X	X	X	17-1	19-1	\$3.50	\$10 mo	X	X	X	X	None	X	X	X
" B	"	24-1	\$4.75	33 "	X	X	X	X	"	"	3.50	10	X	X	X	X	None	X	X	X
" BX	"	24-1	\$4.75	36 "	X	X	X	X	"	"	3.50	10	X	X	X	X	None	X	X	X
" C	"	24-1	\$5.75	36 "	X	X	X	X	"	"	3.50	10	X	X	X	X	None	X	X	X
" CX	"	24-1	\$5.75	36 "	X	X	X	X	"	"	3.50	10	X	X	X	X	None	X	X	X
" RE	"	24-1	\$5.75	36 "	X	X	X	X	"	"	3.50	10	X	X	X	X	None	X	X	X
" REX	"	24-1	\$5.75	36 "	X	X	X	X	"	"	3.50	10	X	X	X	X	None	X	X	X
" RE-1	"	24-1	\$2.75	\$42.50	X	X	X	X	"	"	3.50	10	X	X	X	X	None	X	X	X
Recordal (New)																				
Duplex	"	35-1	\$4,000	60	X	X	X	X	30-1	18-1	500	10	X	X	X	X	98"	X	X	X
Triplex	"	24-1	3,000	60	X	X	X	X	35-1	24-1	500	10	X	X	X	X	X	X	X	X
Diebold: 90-46	Flit	24-1	2600	not	X	X	X	X	19-1	11-1	195	5 1/2-1	X	X	X	X	X	275	-	-
90-03 Duplex Flit	Flit	26-1	3950	"	X	X	X	X	36-1	21-1	195	-	X	X	X	X	X	275	-	-

List of Microfilm Camera Units Owned or Rented by CIA

The following list of microfilm camera units is as complete as it could be made from the records available to the Records Management and Distribution Branch. It is believed that the cover offices may have some additional camera units.

Camera, Bolsey Model 311 A Flat-bed	1 Unit	Owned
Camera, Bolsey Model B Flat-bed	3 Units	Owned
Camera, Burroughs BH190 E Rotary	3 units	Owned
Camera, Burroughs BH190 E Rotary	2 units	Rented
Camera, Diabold Model 90-46 Flofilm	1 Unit	Owned
Camera, Graflex Photorecord Flat-bed	19 units	Owned
Camera, Holoid Minirecord Rotary	1 unit	Owned
Camera Recordak, Model C Rotary	1 unit	Owned
Camera, Recordak, Model RE-1 Rotary	1 unit	Rented
Camera Recordak, Model C1 Flatbed	1 unit	Owned
Camera Recordak, Model D Flatbed	4 units	Owned
Camera Recordak Model E Flatbed	1 unit	Owned

April 1951

Microfilming Costs

A.

16mm Rotary Camera - 18 to 1 Reduction

CAMERA Original Cost \$3850 (Depreciation 10 yrs.) = \$385.00 yr.
 Estimating use at 250 days per yr. = 1.54 per day

CAMERA OPERATOR

GS 3 labor \$10.16 per man day

FILM COST:

1 operator films an average 9,000 images per day

16mm film averages 2,400 images per 100 ft.

1 operator films 3.75 100 ft. reels per day

1 roll of film costs (excluding processing) \$2.55

Film processing by CIA (considering space, equipment and shop labor) costs \$0.13 per 100 ft roll

Film cost per day $[3.75 \text{ rolls} \times (\$2.55 + \$0.13)] = \10.05 per day

INSPECTION AND LABELLING

Average of ~~the~~ per roll or 7.0 rolls per day

with GS 3 labor @ 10.16 per man day

3.75 rolls will require $\frac{3.75}{7.0}$ days $\times \$10.16 = \5.44 *to inspect & label for 4.1 rolls 1 day's filming work*

TOTALS

Camera	1.54
Operator	10.16
Film (Including processing)	10.05
Film (Inspected and Labelled)	5.44
	<u>\$27.19</u>

Costs per image $\$27.19 \div 9,000 = \0.00302

B. 35mm Bilo Camera 11 to 1 Reduction

Costs for 9,000 Images

Camera	.84
Operator	10.16
Film (Including Processing)	32.08
Film (Inspected and Labelled)	2.29
	<u>\$52.37</u>

Costs per image $52.37 \div 9,000 = \$0.00582$